

How Do I Get a Teacher Recommendation?

Highly selective schools and scholarships organizations will require recommendations from teachers as well as counselors and other adults. It is generally agreed that the recommendation is an important aspect of the application process. You are strongly encouraged to discuss your skills, course work and personal qualities with the person who will be writing your recommendation. Your resume may help the teacher in the recommendation process.

Listed are some tips on how to get the best recommendation possible:

- Ask an adult for a recommendation in person.
- Get recommendations from people who know you well, who like you, and who can reinforce your strengths.
- Give plenty of notice. The teacher/adult needs at least two weeks notice prior to the date you wish to have the recommendation sent. Asking adults to complete forms or letters of recommendation less than two weeks before they are due can prevent the documents from being completed.
- When you have decided which adult you will ask to write your recommendation, be sure you submit all forms as soon as you receive them. Add a note detailing the exact date the recommendation is due and to whom it is to be sent.
- Be sure you have filled out all applicable sections on the form(s) before giving it to the person you are asking to complete the recommendation. Do not deliver the application on the desk, in the teacher's box, or ask a friend to deliver the form—hand it the teacher/adult directly.
- Supply information about yourself. Give a copy of your resume, autobiography, and activity form to each person you ask to recommend you. This will help to individualize your letter.
- Remind the adult to keep a copy in case you will be asking for additional recommendations at a later date.
- Wait two weeks. At that time, confirm with the adult the date that the recommendation was mailed.
- Follow up with a personal thank you note.

Counselor recommendations must be requested at least 2 weeks in advance. It is required that you personally speak with your alphabetically assigned counselor in person, not through email, before you submit any electronic or paper requests for letters of recommendation to any application service. All letters of recommendation from the counseling department will be mailed directly to the admissions office or scholarship committee. Letters are never released to the student.